

BERLIN FIRE DEPARTMENT

263 Main Street Berlin, New Hampshire 03570
Business (603)752-3135 Fax (603)752-8583



Position: Assistant Fire Chief
Reports to: Fire Chief
Department: Fire Department
FLSA Status: Exempt
Created by: James Watkins
Updated: 03/2023

Supervision Received

Assistant Fire Chief works under the general direction of the Fire Chief, managing the operations of a department division, performing highly responsible professional and administrative functions. The Assistant Fire Chief completes work in accordance with standard practices and previous training in accordance with fire service management, emergency medical service, and fire prevention policies and procedures. The Assistant Fire Chief resolves, through the exercise of judgment, most issues involving fire suppression, emergency medical service and fire prevention, bringing important issues to the Fire Chief for discussion and resolution. The implications and consequences of technical judgments are reviewed through monthly conferences and status reports.

Supervision Exercised

Assistant Fire Chief provides division level supervision which may include full and part time call employees, with a various number of staff in the field dependent upon the type and level of incident response or fire prevention activity required; recommends hiring and the discipline of employees and evaluates personnel performance on an ongoing and annual basis. Due to the nature of the department's operations, work conditions are subject to extreme fluctuations and immediate response.

Position is a management level professional position that may be responsible for the activities of fire suppression, rescue and emergency medical services, and training; or may be responsible for all fire prevention activities, including education, code enforcement, investigations, building plan and specification review and interdepartmental code coordination and planning activities.

Essential Job Functions (Except as specifically noted, the following functions are considered essential to this position. The listed examples may not include all duties found in this class)

1. Ensure the comprehensive administration of all aspects of fire prevention for the city, which includes: public education, fire investigation, enforcement of codes, RSA's and ordinances, pre-construction plans review, site plan review, issuance of various city and state permits, property inspection, evaluating built- in fire protection systems, training, program analysis, coordination of efforts with planning, building, zoning, health, police, and water departments, the coordination of efforts with State, regional, and federal authorities working with operators of schools, hospitals, factories, and commercial buildings.
2. Manages department training for Full and Call department members.

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3. Direct and control all aspects of the fire department in the absence of the Chief.
4. Perform liaison activities with mutual aid departments and dispatch.
5. Capable of performing all the traditional duties and skills of a Fire Fighter.
6. Conduct regular planning activities for community fire protection.
7. Constantly evaluate community fire protection efforts.
8. Perform public relations functions as appropriate and necessary.
9. Manage departmental resources related to fire prevention.
10. May participate in departmental budgeting, finance, and cost containment activities.
11. Participate in the management of the department in compliance with all laws.
12. Perform program analysis for departmental operations.
13. Assist the Chief of the department with Federal, State, and Local grant administration.
14. Assist in departmental standard operating procedure development and revision.
15. Assist in directing emergency management functions in the event of man-made and natural disasters; serves as Emergency Incident Commander in the absence of the Fire Chief.
16. Carries out all duties of a Deputy Fire Warden.
17. Performs other related duties as required

Peripheral Duties

Position responsibilities require examining, analyzing and evaluating facts and circumstances surrounding the required fire suppression, fire prevention, rescue and emergency medical services, and determining actions to be taken within the limits of standard or accepted practices as prescribed by departmental policies and procedures, code enforcement, national and state laws and codes, and City Ordinances. The position exercises discretion as necessary in response to a particular incident or event. There is a constant requirement for the Assistant Fire Chief to be able to analyze situations and respond accordingly. Judgment is used in analyzing specific situations to determine appropriate actions. The work requires the practical application of a

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variety of concepts, practices and specialized techniques relating to fire suppression, fire prevention, code enforcement, rescue and emergency medical services; and evaluating conditions or unusual circumstances for compliance with appropriate laws, policies and procedures. The position requires the use of many different fire service principles, techniques and practices; as well as the application of a variety of management principles and practices that govern the supervision and deployment of personnel, some financial management and vendor contract management, and criminal investigations; and is complex, especially in the development of emergency incident response, management, and code compliance issues.

Minimum Qualifications

(5) years of supervisory experience
High School graduate or equivalent.
Firefighter II certification
Inspector II
Instructor II/III
NH Licensed Emergency Medical Technician
Must maintain any required approvals and designations as required.
Hazardous materials operations level
Apparatus operator aerial and pumps.

Education and Experience:

Three years supervisory experience in a fire department plus three years fire prevention experience, or three years as a company officer in a combination career. Must maintain any required approvals and designations as required.

Necessary Knowledge, Skills and Abilities:

Knowledge of:

- Employee relations, contract negotiations and management RSA's and federal laws relative to labor relations, public education and training, RSA's for all aspects of fire department operations,
- Fire suppression operations, public management issues, Incident Management System, Fire Incident Reporting Systems,
- Considerable knowledge of modern emergency services operations and techniques, customer service and awareness, hazardous materials procedures, street and hydrant locations, high hazard occupancies and Fire Department apparatus and equipment.
- Thorough knowledge of all streets and ways of the City
- General knowledge of the water system, mains and hydrants in the City.
- Thorough knowledge of BFD standing orders, directives, and standard operating procedures.
- Thorough knowledge of applicable laws, ordinances, and department rules and regulations.

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Ability to:

- React calmly and quickly under duress and strain.
- Physical ability to climb ladders, lift equipment of up to a hundred pounds, work in temperatures of extreme cold and heat, crawl, and operate in conditions of reduced visibility and confined space.
- Use, maintain and enhance the base of knowledge.
- Proficiently operate fire department equipment.
- Demonstrated ability to communicate both orally and in writing.
- Utilize computer based technology for planning, organization, management and day to day operations;
- Operate fire apparatus and related equipment
- Function as a Deputy Fire Warden
- Generate and administer contracts
- Act on the Chief's behalf in his/her absence
- Establish and maintain records pertinent to fire prevention suppression, rescue and aircraft rescue firefighting
- Perform situational analysis, develop effective measures, supervise implementation, and modify as needed to secure a successful outcome
- Create standard operating procedures.
- Maintain electronic and written records and prepare reports and to document any and all information pertaining to the activities and responsibilities of the position.
- Maintain effective working relationships with department heads, employees, City Council and the public and to deal with service problems courteously and tactfully.

Skill in:

- Those areas consistent with a firefighter and company officer; consistent with a sales/marketing operation; consistent with a counselor; consistent with a crisis mediator, negotiator; and to encourage others to follow and excel;
- Superior interpersonal skills, especially in dealing with the public and fire personnel.
- Skill in the use of the tools and equipment listed below.

Responsibility for Public Contact

Daily contact requiring courtesy, discretion, and sound judgment. The position may have constant or occasional contact with the public to meet and discuss fire prevention, and fire management needs. Other contacts are significant with other Fire Departments, local hospitals, state organizations, sales representatives, city departments, and local, state or national press; for the purpose of requesting and/or providing professional assistance, for the purpose of education, communications, planning, coordinating and code/law/standard and/or regulation issues. Contact types are usually by email, telephone, in person or in writing.

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Licensing & Certification

Must maintain a valid motor vehicle operator's license.

Firefighter II certification

Inspector II

Instructor II/III

Hazardous materials operations level

Apparatus operator aerial and pumps.

NH Licensed Emergency Medical Technician

BLS Instructor

Tools & Equipment Used

Equipment operated includes trucks in excess of 26,001 lbs., light trucks, automobile, heavy and light equipment, medical equipment, pneumatic tools, power and hand tools, office machines, computers, and emergency vehicles/special emergency equipment. Equipment includes extrication equipment: rams, cutters, spreaders, air bags, hydraulic jacks; air sampling equipment; heights rescue equipment: ropes, harnesses, slings, baskets; water rescue equipment: cold water suits, boat, outboard, life jackets; and a variety of other equipment including: phones, calculators, pens, pencils, flashlights, radios, aerial ladders, positive pressure ventilation fans, portable pumps, main pumping engines, reference books, technical manuals, the Internet, cameo, and cameras.

Typical Work Surface(s): wood, tile, cement and carpeted floors.

Typical Controls & Equipment: Incident Management System, Fire Incident Reporting Systems, Calculator, computer, printers, telephone, typewriter, copy machine, fax machine, computer mouse.

Typical Work Environment: Inside: 40% Outside: 60%

Summary of Occupational Exposures: Due to the nature of the work environment, it is difficult to predict hazards exposure. Generally, the Assistant Fire Chief may be exposed to high places, toxic or caustic chemicals, is near moving or mechanical parts, exposed to the risk of electric shock, risk of radiation, infectious disease, and stress; outdoor weather conditions, fumes or airborne particles, or the extremes of heat/cold. The Assistant Fire Chief is exposed to occupational risks typical of a firefighter, working alongside said members as necessary in a small department; as well as tending to administrative requirements. These risks include the products of combustion, infectious disease exposure, fall hazards, entrapment, atmospheric and products hazards, life safety exposure, and heavy equipment hazards.

Disclaimers

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The above information is intended to describe the general nature of this position and should not be considered a comprehensive statement of duties, functions, activities, responsibilities, requirements, and may be assigned, with or without notice at any time.

This job description is neither an employment contract nor a promise to work for any specific length of time.

Physical Activity Requirements

Primary Physical Requirements Considerations

LIFT up to 10 lbs.: Frequently required
LIFT 11 to 25 lbs.: Frequently required
LIFT 26 to 50 lbs.: Frequently required
LIFT over 50 lbs.: Occasionally required

CARRY up to 10 lbs.: Frequently required
CARRY 11 to 25 lbs.: Frequently required
CARRY 26 to 50 lbs.: Occasionally required
CARRY over 50 lbs.: Occasionally required
REACH above shoulder height: Frequently required
REACH at shoulder height: Frequently required
REACH below shoulder height: Frequently required
PUSH/PULL: Occasionally required

Other Physical

Twisting: Frequently required
Bending: Frequently required
Crawling: Occasionally required
Squatting: Frequently required
Kneeling: Occasionally required
Crouching: Occasionally required
Climbing: Occasionally required
Balancing: Occasionally required
Grasping: Occasionally required
Handling: Frequently required
Torquing: Occasionally required
Fingering: Frequently required

Cognitive and Sensory Requirements:

Talking: Necessary for communicating with others.
Hearing: Necessary for taking instructions and information.
Sight: Necessary for performing job effectively and correctly.
Tasting: Not required for the performance of the functions of this position.
Smelling: Not required for the performance of the functions of this position.